



TOWN OF HIGH RIVER CONDO CONVERSION CHECKLIST

REQUIRED INFORMATION

- Completed Condo Conversion Application Form.
- Fee prescribed in current Town of High River rate bylaw.
- Letter of Authorization if applicant is other than registered landowner.
- Four (4) hard copies and one (1) digital copy of the condominium plan prepared by a registered Alberta Land Surveyor in accordance with the Condominium Property Act and the Condominium Property Regulation (Alberta Regulation 168/2000).
- Current copy of Certificate(s) of Title (searched within 30 days).
- Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements or Caveats on the Title(s).

Note: Additional documentation may be required by the applicant after Planning staff have reviewed the submitted application.



**TOWN OF HIGH RIVER
CONDO CONVERSION APPLICATION**

FOR OFFICE USE ONLY:

ROLL NO. _____

FILE NO. _____

ZONING _____

APPLICANT INFORMATION

Applicant _____

Mailing Address _____ Postal Code _____

E-mail _____ Tel No. _____ Fax No. _____

PROPERTY INFORMATION

Property Address _____ Property Owner _____

Legal Description: Lot(s) _____ Block _____ Plan _____

OWNER SIGNATURE/PERMISSION LETTER

Must provide either Owner signature below OR permission letter authorizing an Agent to sign.

Owner/Agent Signature _____ Print name _____

Permission letter attached

Right of Entry

In accordance with the *Municipal Government Act*, I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection which is part of the condo conversion process.

Owner/Agent Signature

Freedom of Information

I understand that this application and accompanying information is public record that is accessible by the public. This application will be made available for viewing on request in the Town office. This personal information is being collected under the authority of the *Municipal Government Act* and will be used only for the purposes for which it is being collected.

Applicant Signature